

MINUTES

MEETING OF THE ACADEMIC SUPPORT SERVICES SUBCOMMITTEE THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

TUESDAY, 9 NOVEMBER @ 3:30 P.M.
Library Conference Room – Room 212

- ✓ Mr. Robert Arndt
- ✓ Ms. Debbie Branch
- Ms. Amanda Calvin
- ✓ Dr. Elinor Foster
- Dr. William Gash
- ✓ Dr. Charles Lillie
- ✓ Ms. Judith Losh
- Mr. Warren Love
- Dr. Maurice Mitchell
- Dr. Elizabeth Normandy
- ✓ Dr. Liliana Wendorff

1. Call to Order
2. Approval of the Minutes of the Tuesday, October 12, 2004 Meeting – Approved
3. Approval of the Agenda for the Tuesday, November 9, 2004 Meeting – Approved as amended. The agenda was amended to remove the Media Center Survey under Old Business. The topic will be discussed at the next meeting.
4. Reports

a) Sampson-Livermore Library (Dr. Elinor Foster)

There have been several tours of young school children in the Library recently. We always agree that these children are potential UNCP students. They are usually awed and impressed with our library, according to Carl Danis, who schedules the tours.

A lot of older students, ours, have been in during the past two months working on assignments, either in person or virtually. Robert Arndt, who works with Carl in Reference and Instructional Services, has begun scheduling a backup librarian during days, as the Reference Desk has become increasingly busy.

Susan Whitt, Acquisitions/Collection Development Librarian, has reported that response has been good from several academic departments concerning her suggestion that a third of funds allocated to the academic

departments be encumbered to meet faculty requests for purchase of books and media. She is hoping to hear from the others in the near future. The goal is to complete purchasing by March so no orders go unfilled and all items and invoices are received before the end of the fiscal year.

b) University Writing Center (Ms. Amanda Calvin)

1. Beginning in October and until the end of the semester, the Writing Center will host workshops weekly, Monday – Thursday, at 3 p.m. in Dial 131. The Workshops are intended to help students on an individual basis about specific concerns that students may not be aware the Writing Center is available for assistance concerning.

Monday: “The Thesis is Connected to the . . . Body.”

Tuesday: “Organization, Organization, Organization!”

Wednesday: “Our Writing, Ourselves: Evaluating, Revising & Editing”

Thursday: “Citing Sources or: How to Stop Worrying and Avoid Plagiarism”

2. The Writing Center held a Praxis Writing Workshop on Tuesday, October 12, at 2 p.m. in Dial 128. Five students attended this hour long workshop, which focuses on preparing for the writing portion of the Praxis exam and gave students information about writing, prompts, time constraints, and preparation.
3. On November 18 and December 2, the Writing Center will host a Praxis Writing Workshop in Dial 131 at 2 p.m. These workshops, open to all students, will focus on preparation, requirements, and practice.
4. Between the dates of October 12 and November 8, the Writing Center held 139 tutoring sessions:

Student Classification:

FR	66
SO	34
JR	19
SR	17
SPU	1
GR	2

Discipline:

CHM	2	NUR	1	REL	1
CRJ	6	PHI	3	SOC	1
EED	4	PLS	1	Personal	3
ENG	101	Praxis	3		
FRS	1	PSPY	3		
HST	5	PSY	2		

- c) University Computing and Information Services (Dr. Maurice Mitchell)

Official Student E-mail

The UCIS has been researching the idea of making student e-mail addresses the official communication to students. This step will make the students responsible for checking their student e-mail and take advantage of the system that is set up. Students could keep their own personal accounts but it would be their responsibility to transfer the mail. Student Affairs and the Academic Council has already endorsed the decision. UCIS and Student Affairs have begun work on a draft policy. When the draft is in suitable state, it will be shared with various constituencies for review and comment.

Lab computers to be recycled

UCIS is the throes of ordering new lab computers. According to Maureen Windmeyer, "Once exams end we move into the labs. We are replacing 180 lab machines over the Christmas break in 12 existing labs and setting up one new lab. After the old machines are moved out, the new machines are set up and then every machine receives the image that we have created. Approximately 100 of the replaced machines will be moved to labs and classrooms with even older machines. That is 100 more machines that need to be dismantled and moved so that the redeployed machines can be set up. Then those machines must be imaged for their new location."

UNC Cause

Maurice Mitchell presented the Educause Core Data Service while Tom Jackson, Kevin Pait, and Lee Ann Storm (NCITS) presented the UNCP VoIP project to UNC Cause at its 2004 annual conference in Boone, NC, on Tuesday, Oct. 5.

Banner

Technical training has begun on the student information system modules of the Banner system. The first module is the admissions module, to be followed by the financial aid module and student records. Please be kind to the folks in those offices as they weather the next year and a half!

- d) Media Center (Mr. Warren Love)
No report.

2. Old Business: Media Center Survey
To be covered at next meeting along with UCIS draft survey.
3. New Business: Define the role of the subcommittee
The subcommittee has an issue with our tasking to "...conduct, with the assistance of the Office of Institutional Research, a regular, biennial survey of the University community to assess perceptions of facilities and services of each academic support service area." The subcommittee members don't think that they have the expertise or time to adequately develop and conduct surveys. Two options were discussed.
 - a) Eliminate the requirement to conduct the surveys. The subcommittee members feel that this is not a viable option. There is a need to evaluate the academic support services and a survey is an effective approach.
 - b) Have the academic support services develop and conduct their own surveys, with the subcommittee members' assistance. The approach could be as follows:
 - i. When users exit the particular service they are given a short exit survey that they can accomplish in a few minutes.
 - ii. If the service also has an on-line component, when the user exits that on-line service, a short survey could be presented to them.
 - c) Dr. Elinor Foster from the library will develop a sample exit survey that will be discussed at the next meeting.
4. Announcements
 - a) Next Meeting: January 11, 2005 in Sampson-Livermore Library, Room 212 at 3:30 p.m.
5. Adjournment